

# Getting the Voting Units Ready

# 7

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## Voting Unit Overview

The day before the election, all of the Voting Units will be delivered to the various polling places and stored in secure locations. Some polling places will have the Voting Units set up and others will not.

During the Monday night pre-election meeting, if the Voting Units are not already set up, all Election Judges should assist in removing the Voting Units from the carts and placing them on their legs. To avoid injury, two people should perform these actions together.

The Voting Units should also be daisy-chained together with no more than six Voting Units together.

**Do NOT open the locks or break the red lock seals on the Voting Units until Tuesday morning.**

## Pre-Election Set-up

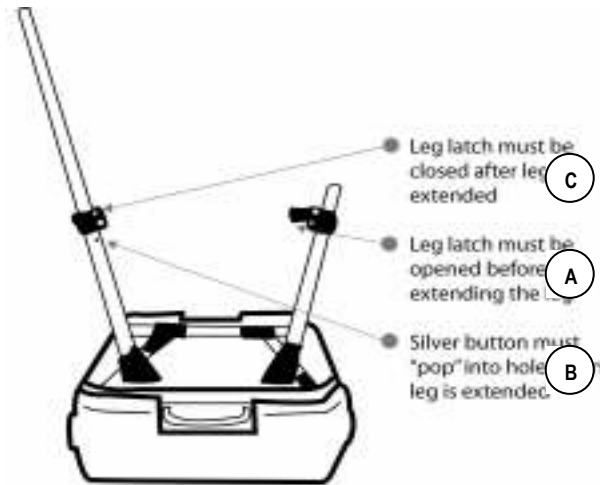
Election Judges work as a team to set up the Voting Units during the pre-election meeting the Monday night before Election Day. During the setup, the team must:

- Verify that the district and precinct numbers on each Voting Unit's luggage tag is correct for your district and precinct before removing Voting Units from the carts. Compare the numbers on the reverse side of the luggage tag to the numbers recorded on *Voting System Integrity Report – Part 1*.

**If district and precinct numbers are incorrect, notify the Chief Judge who will contact the Board of Elections immediately.**

- Set up the Voting Units (see diagram on next page):
  - With two people, place the Voting Unit upside down or on its side on the floor or table.
  - On the leg assembly, locate the black securing latch (connected to a flat metal support bar).
  - Release this latch.
  - Unfold the leg assembly until fully extended (no silver should be showing), and re-secure the black latch.
  - Release the smaller black securing latches (A) on the end of each leg.
  - Extend each leg by pulling it out until it locks and the silver button appears in the leg slot. (B) If the silver button does not lock into the slot, you may need to twist the leg slightly to align the silver button with the slot. **Do not over-twist the leg.**

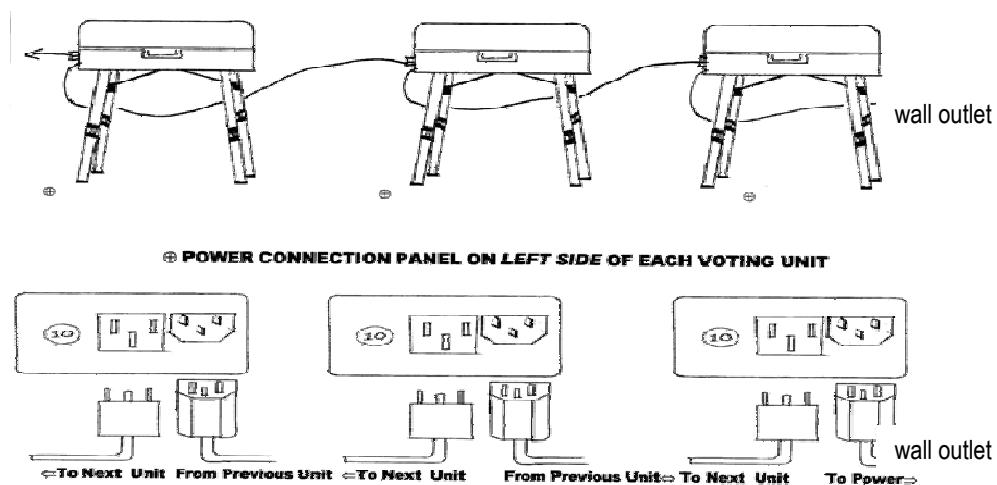
- Lock the black securing latches. (C)



- Repeat steps above for the remaining leg assembly. (Total six latches per Voting Unit – three latches per leg assembly.)
- With two people, lift the Voting Unit and stand it on all four legs.
- When the Voting Unit is placed on the floor, gently pull the four legs outward for the widest stance and greatest stability.
- Verify that each black securing latch is in the closed position.
- Place Voting Units according to the *Precinct Site Map* located in the Chief Judge Quick-Start Toolkit.
  - Position them around the room to maximize voters' privacy and safety. Position them so that no one can look at a Voting Unit and see how a voter is voting.
  - If possible, place the Voting Unit 0 (zero) near the phone outlet that will be used to transmit precinct Election results at the end of the election.
  - Arrange Voting Units in order of their Voting Unit numbers (as indicated on the luggage tag).
  - The Chief Judges may change the placement of Voting Units if necessary.
  - Position the Voting Units near electrical outlets to minimize the use of extension cords which pose a tripping hazard.
  - Locate the power cords (inside a plastic bag delivered with the Voting Units) and insert the power cords into the left side of the Voting Unit. Arrange the Voting Units according to the site survey. Follow the diagram on the next page to daisy-chain the Voting Units.

**Note: Do not daisy-chain more than 6 Voting Units together.**

## Getting the Voting Units Ready



- Plug the last power cord into a power source. Plug the night light into the available power source on the left side of the Voting Unit farthest away from power strip. Turn power strip on. **Do not break the red lock.**
- Place at least one Voting Unit on a table for voters who need to sit while voting. Place a chair nearby. **Do not break the red lock seal.**
- Open and assist in the inventory of the **Green Supply Bag**. Open the Voting Unit Table Packet and arrange the supplies at the Voting Unit table.
- Be sure to place the headphones and the keypad near the Voting Units that will be used as the Visually Impaired Ballot Stations (VIBS) on Election Day.
- Assist the Chief Judges with any other assigned tasks.

## Election Day

Election morning, all Election Judges must arrive by **6:00 am**. If a Chief Judge has not arrived by 6:00 am, the on-site Chief should begin the opening process with a Voting Operations Judge of a different political party.

If any Challengers and Watchers are present in the polling place when the Voting Units are being opened, please speak loudly enough for them to hear as you verify the information that is on the *Voting System Integrity Report*.

### Required Supplies

Before you begin to open the Voting Units, locate the following supplies:

From the **Red Bag** (Security Items) remove the following items

- Black Leather Case
  - Voting Unit keys/Padlock keys
  - Tamper tape
- Red Document Folder
  - *Voting System Integrity Report – Part 1*

From the **Green Supply Bag** remove the following items

- Voting Unit Voter Authority Card Envelopes
- Binder clips to attach the appropriate envelope to the side of each Voting Unit
- Headphone and keypad for the Visually Impaired Ballot Station (VIBS) unit(s)
- Gray Mobility Bar(s)
- Clipboards

### Opening the Voting Units on Election Day

- The Chief Judge must use the key found in the Black Leather Case to open the padlock and re-lock it on the lid or base of the Voting Unit for safe-keeping. Verify the red lock number matches the number recorded on the *Voting System Integrity Report – Part 1*. Break the red lock and discard. **If the red lock number does not match, the Chief Judge must call the Board of Elections immediately.**
- Locate the two latches by the black handle. Pull down the center of each latch and lift up the lid of the Voting Unit case.

## Getting the Voting Units Ready

- Verify that the tamper tape covering the side power compartment door is intact. If the word “Void” is visible (see image below) or there is no tamper tape, the Chief Judge must call the Board of Elections **immediately**.



Sample of intact tamper tape

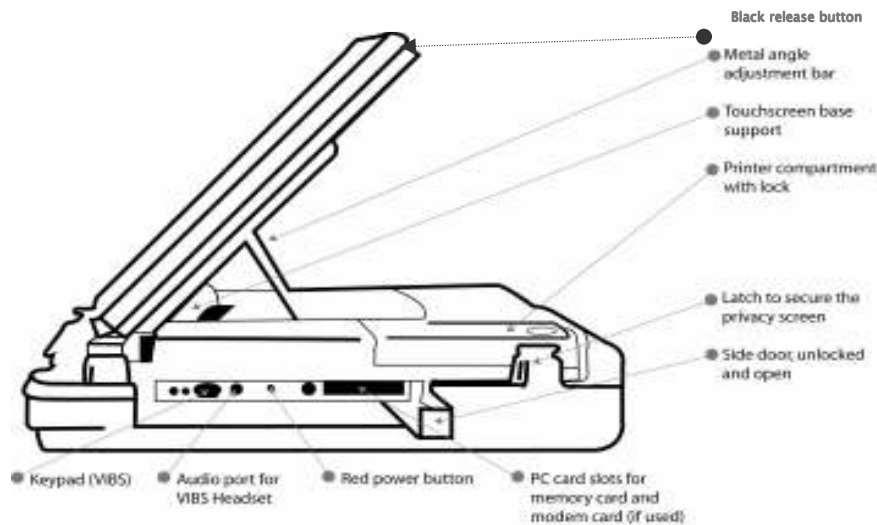


Sample of voided tamper tape

- Verify that the tamper tape number matches the number recorded on the *Voting System Integrity Report – Part 1*. If the tamper tape number matches, remove the used tamper tape and affix it to the appropriate position identified on the reverse side of the *Voting System Integrity Report – Part 1*, (e.g. affix the tamper tape removed from Voting Unit 7 to the space identified for Voting Unit 7). A bipartisan pair of Election Judges must initial the *Voting System Integrity Report – Part 1* to show that the number on each tamper tape was verified. **If the tamper tape number does not match, the Chief Judge must call the Board of Elections immediately.**
- Confirm and correctly record the following information on the *Voting System Integrity Report – Part 1* for each Voting Unit:
  - District and precinct (recheck every luggage tag)
  - Voting Unit number (e.g. 0, 1, 2, 3...)
  - Voting Unit Serial number (on reverse of luggage tag)
  - Outer Seal number (red lock number)
  - “**Ballots**” from Voting Unit screen (must match “**Public Counter**” on **Zero Report**; if not “**0**,” immediately inform a Chief Judge)
  - “**Tot**” from Voting Unit screen (must match “**System Counter**” on **Zero Report** and should be greater than **1**; if not, immediately inform a Chief Judge)
  - New tamper tape number
- Check the internal power cord on the back left side of the Voting Unit to ensure it is connected securely.

- Extend both privacy screens (side panels) from the lid.
- Attach the left privacy screen to the Voting Unit by snapping it into place. Leave the right privacy screen unattached until after you have printed the **Zero Report**.
- Press the black button at the top of the voting unit screen. Gently raise the voting unit screen and hold it at an angle of about 45 degrees.

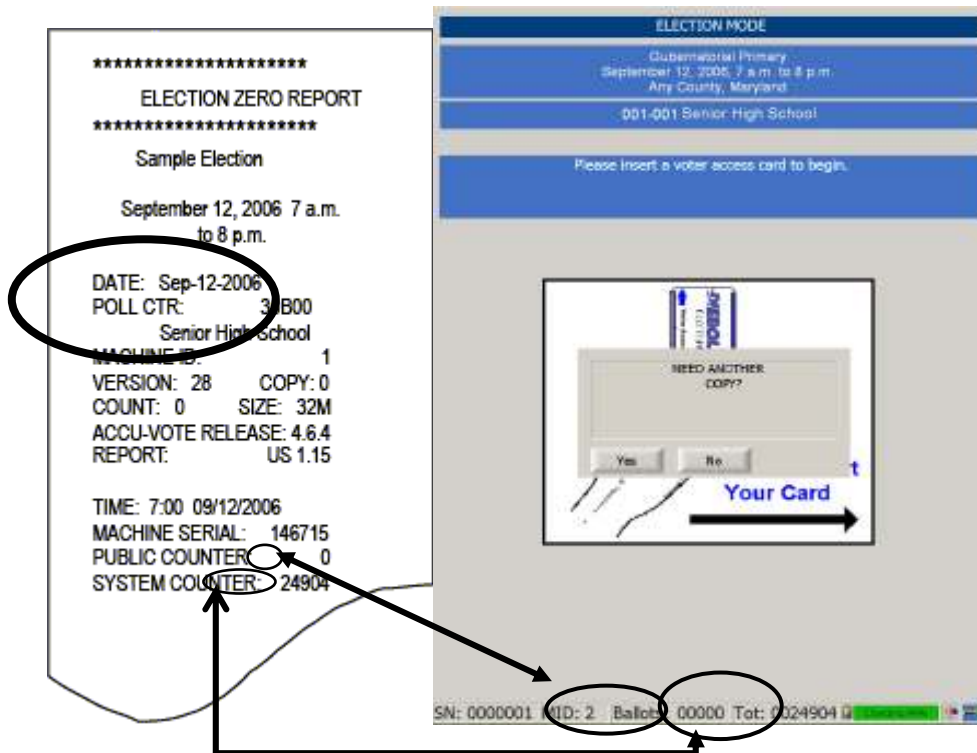
Do not over-extend the voting unit screen unless you are setting up the Accessible Voting Unit. If you over-extend the screen, the screen base support will pop out of its slot. To get the screen base support back into its slot, press on it with a firm inward motion while lowering the screen.



## Getting the Voting Units Ready

- Lower the metal angle-adjustment bar under the Voting Unit screen, and allow the screen to rest on the bar at an appropriate angle. Be aware of the glare on the screen. If there is too much glare, adjust the screen angle, re-position the Voting Unit or if practical, turn off overhead lights or close curtains.
- Verify that the power cord is plugged in securely on the left side of the Voting Unit. If necessary, refer to the previous section “**Pre-Election Set-up**” for instructions on daisy-chaining the Voting Units together.
- Verify that the last power cord is plugged into a power strip, and the power strip is plugged in and turned on.
- Using the key located in the Black Leather Case, unlock the power compartment and the printer compartment located on the right side of the Voting Unit.
- Make sure that the tiny gray lever on the printer is lowered.
- Press the **red** power button in the side compartment (see illustration above). **Do not press the black button. (It will release the memory card).**
- Once the unit starts (in about 45 seconds), the first **Zero Report** will automatically print.
- When the first **Zero Report** has been printed, verify that:
  - The date and precinct information is correct.
  - The “Public Counter” on the Zero Report matches the “Ballots” number shown at the bottom of the Voting Unit screen (see illustration below). This number should always be zero and should be entered in the “Ballots” column on the *Voting System Integrity Report – Part 1*.
  - The “System Counter” on the Zero Report matches the “Tot” number shown at the bottom of the Voting Unit screen. This is the total number of votes ever cast on this machine and should be entered in the “Tot” column on the *Voting System Integrity Report – Part 1*.
  - All voting positions/contests on the report are zero. Chief Judges must notify the Board of Elections **immediately** if there are errors on the Zero Report.





**Compare the Public and System Counters on the Zero Report to the numbers at the bottom of the touchscreen**

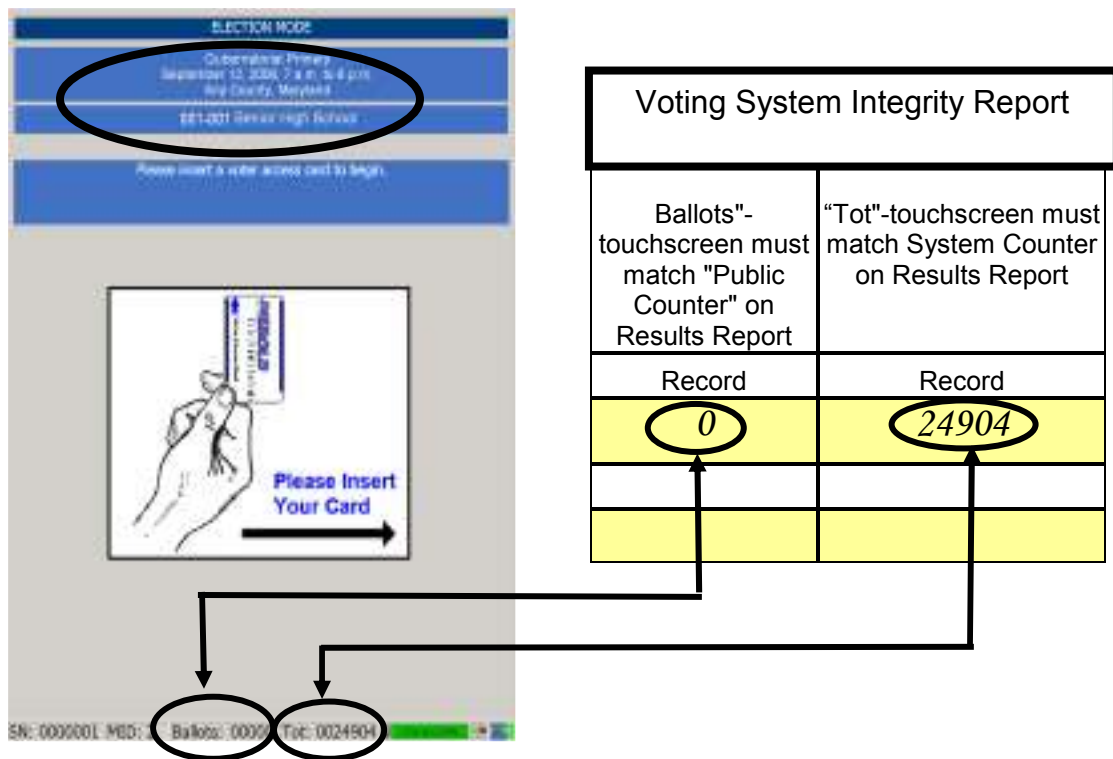
- Tear off the first **Zero Report**. A bipartisan pair of Election Judges must sign (*not initial*) the Zero Report. Post it near the entrance to the polling place where voters can see the report.
- The “Need Another Copy?” message will automatically appear. Press “Yes.”
- A second **Zero Report** will print.

**DO NOT** tear off the second Zero Report. The Totals Report printed at the end of Election Day must be printed at the end of this Zero Report as one continuous strip of paper tape.

- When the second Zero Report has been printed, verify that:
  - The date and precinct information is correct
  - The “Public Counter” is zero.
  - The “System Counter” matches the “Tot” at the bottom of the voting unit screen.
  - All voting positions/contests are zero. The Chief Judge must notify the Board of Elections **immediately** if there are any errors on the second Zero Report.

## Getting the Voting Units Ready

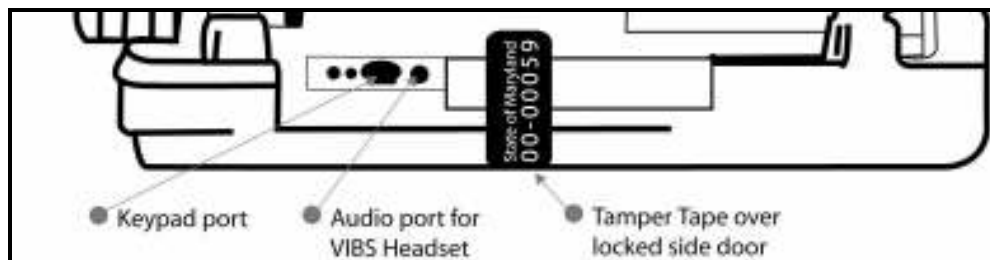
- A bipartisan pair of Election Judges must sign **(not initial)** the second Zero Report. **DO NOT** tear off the second Zero Report.
- The “Need Another Copy?” message will automatically appear again. If the second Zero Report printed correctly, press “No.” If the second Zero Report was torn off in error or did not print correctly (i.e. the paper jammed, first reset the paper) and press “Yes.”
- Record the Ballots Total (“Ballots:” at bottom of screen) and System Total (“Tot:” at bottom of screen) from each Voting Unit onto the *Voting System Integrity Report – Part 1*.
- The “Please Insert Your Card” screen will automatically appear.



- Verify that the following information appears correctly on the Voting Unit screen:  
**Top center of screen**
  - The current election
  - Today's date
  - County
  - Precinct number and name**Bottom center of the screen**
  - "Ballots" and "Tot" must match the numbers recorded on the *Voting System Integrity Report – Part 1*.**Bottom right of the screen**
  - Power bar is green and indicates "Charging".

If any of the information above is incorrect, lower the screen and do not use the Voting Unit. A Chief Judge should notify the Board of Elections **immediately**. If the power bar is not green and "Charging", check the power cord connections along the daisy-chained Voting Units.

- Roll up the second Zero Report and position it in front of the roll of paper in the printer compartment.
- Lock the top printer compartment and right side power compartment.
- Locate a new tamper tape from the Black Leather Case.
- Place the new tamper tape over the keyhole on the right side power compartment. The tamper tape must extend above and below the side compartment door. See the illustration below for the proper positioning of the tamper tape.
- Record the new tamper tape number on the *Voting System Integrity Report – Part 1*.
- Both Chief Judges and any Election Judge who completed the *Voting System Integrity Report – Part 1* **MUST** sign their names at the bottom of the page and return the completed report to the **Red Document Folder** in the **Red Bag** after information has been recorded for every Voting Unit.

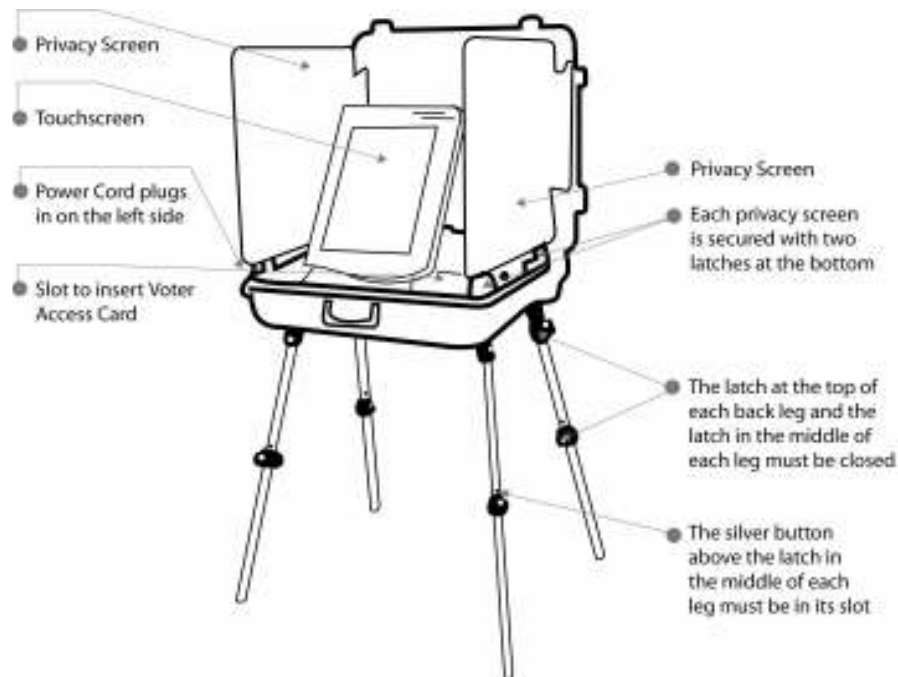


- Secure the right side privacy screen.
- Attach the Voter Authority Card Envelope that corresponds with the number shown on the Voting Unit tag to the outside of the privacy screen that is facing the public in the polling place.

## Getting the Voting Units Ready

- Repeat the steps above for each Voting Unit.

The illustration below shows how the Voting Unit should look once it is set-up and ready for voting.



## Preparing the Accessible Voting Unit

The Accessible Voting Unit can be any Voting Unit that is placed on a table instead of on its legs. A metal bracket (found in the Green Supply Bag) is used to secure the touchscreen at a 90-degree angle. Voters can use the Accessible Voting Unit to vote while sitting (wheelchair or folding chair). The Accessible Voting Unit is usually set up as a VIBS (Visually Impaired Ballot Station) unit with a keypad and headphones for voters who wish to vote an audio ballot.

Since **ALL** Voting Units are programmed to use the audio ballot equipment, the headphones and keypad can be moved to any Voting Unit as needed. The metal bracket can also be used on any Voting Unit if needed.

If the Accessible Voting Unit must be turned off for any reason, the headphones, keypad, and metal bracket should be set up on another Voting Unit. (Even if the new Accessible Voting Unit is set up on the unit's legs instead of a table, the 90-degree Voting Unit screen can still be used by most voters in a seated position.)

**The keypad, headphones, and bracket will be located in the Green Supply Bag or in the Power Cord bag located on the cart with the Voting Units.**

One of the following two models of keypads, along with headphones, will be sent to your polling place. If you receive two set or more of keypads & headphones, you will need to install and use all equipment.

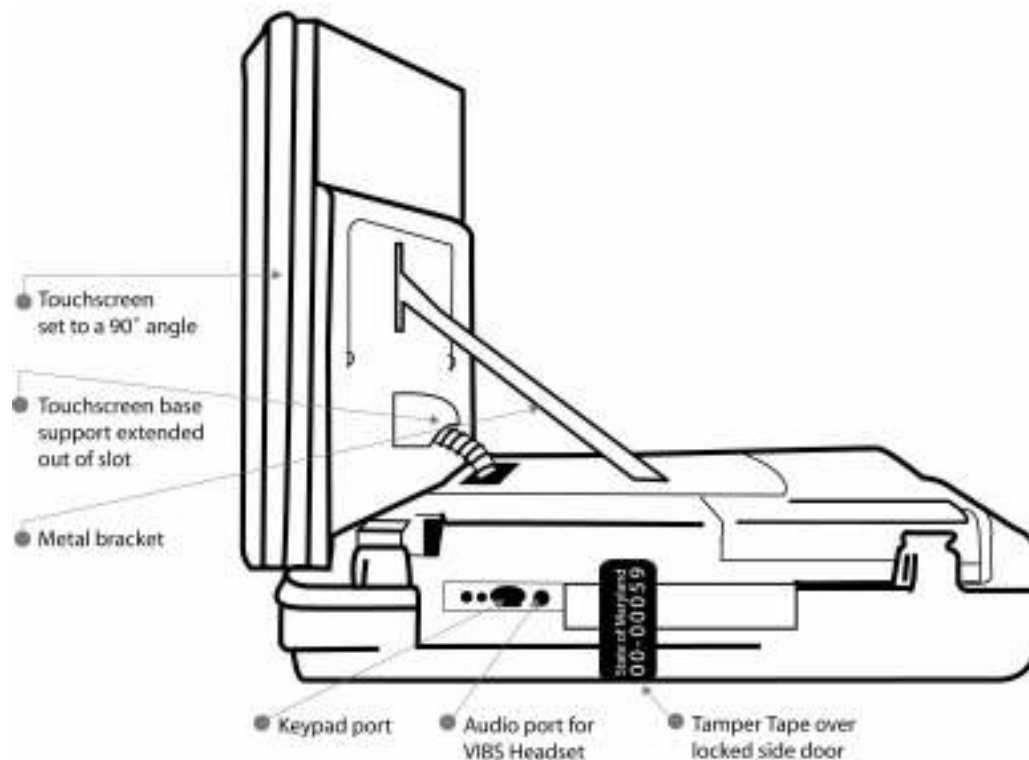


### To set up the Accessible Voting Unit:

- Place the designated Voting Unit on a table instead of extending the unit's legs.
- Set the Voting Unit screen at a 90-degree angle.
- Lift the Voting Unit screen all the way up so that its base support pops out of its slot.
- Insert the end of the metal bracket with the rectangular hole into the slot on the back of the Voting Unit screen.

## Getting the Voting Units Ready

- Insert the other end of the metal bracket into the slot on the base of the Voting Unit.
- Verify that the Voting Unit screen is stable in its 90-degree position.



- Insert the keypad connecting cord into the “Keypad” port on the right side of the Voting Unit. If already attached, check that it is tightly connected.
- Insert the headphone jack into the “Audio” port on the right side of the Voting Unit. If already attached, check that it is tightly connected.
- Secure the right side privacy screen.
- Attach the Voter Authority Card Envelope that corresponds with the number shown on the Voting Unit tag, to the outside of the privacy screen that is facing the public in the Polling place.
- Prepare at least one unit as the Visually Impaired Ballot Stations (VIBS) by attaching a keypad and headphones.
- Ensure that an “Accessible” sign is attached to the unit.

When connecting the keypad & headphones, it may be helpful if the power compartment is open.